



The U.S. Consulate General Melbourne is seeking an:

ADMINISTRATIVE CLERK

The successful applicant will be responsible for providing general administrative support to a range of customers. Key duties include cash handling, records management and provision of logistical support for official functions and visits.

Salary: A\$53,666 p.a + superannuation benefits
Hours: 40hrs/week, 7:30am – 4:30pm Monday to Friday

Applications addressing the selection criteria, together with a current resume, should be received at the Management Office, US Consulate General, PO Box 6722, St Kilda Rd Central, VIC 8008 by **COB February 19, 2010**. Hand delivered applications will not be accepted.

Note: *Offers of employment are subject to medical and security clearances. Only short listed applicants will be contacted for further evaluation.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment

POSITION TITLE:**ADMINISTRATIVE CLERK****POSITION GRADE LE- 6****(STARTING SALARY A\$53,666)**

DUTIES AND RESPONSIBILITIES**Basic Function of the Position**

The Management Clerk provides general administrative support for the Management Section, which includes preparation of documents, records management, monitoring accounts receivable and assisting with procurement and inventory reconciliation. The incumbent is also required to assist with the planning of representational functions and visit programs of US dignitaries, including Melbourne's Independence Day function. The incumbent is responsible for processing all State invoices and in the absence of the Management Assistant (Cashier/HR) prepares the monthly ORE claim. The incumbent is officially designated as the Consulate's Alternate Class B Cashier and Alternate Time and Attendance clerk.

Major Duties and Responsibilities**A. Office Administration***General Clerical*

- Prepares routine memos, letters and general correspondence for the Management Officer as requested.
- Assists with the preparation and filing of Standard Operating Procedures for all Management Section roles.
- Investigates issues and prepares spreadsheets and reports as requested by the Management Officer.
- Maintains the Outlook calendars for "Melbourne Resources & TDY" and the "Management Section".
- Maintains the range of "Welcome to" brochures prepared for each state in the Consular district, this includes visiting each state to gather information.
- Is responsible for the opening and distribution of Management Section mail.
- Assists the Management Assistant (Cashier/HR) with the preparation of Management Section Handbooks.
- Assists the Management Assistant (Cashier/HR) with the processing of reports through e-Allowances.
- Processes and distributes monthly EXACOM reports.
- Updates and distributes Consulate internal phone cards.
- Has detailed knowledge of the E2 Solutions travel system in order to provide assistance as required to all staff.
- Is responsible for maintaining the Consular District hotel contacts information in the Management Contacts Database and updating the hotel rates information.
- Acts as the Alternate Time and Attendance Clerk and as the Alternate Master Timekeeper for the Consulate General.
- Incumbent will be required to drive the official vehicles for official purposes.

Records Management

- Maintains official Management Files and is responsible for filing documents for the Management Officer. Chrons all old files, and destroys as per 5 FAM requirements. Assists with the maintenance of official personal files as directed by the Management Assistant (Cashier/HR).

Accounts Receivable

- Incumbent is responsible for monitoring the accounts receivable database.

B. Alternate Class B Cashier

- Incumbent serves as the Alternate Class B cashier when the principal Class B cashier is on leave. This includes responsibility for the processing of petty cash payments and the daily consular collections in close coordination with FMC Canberra and the FSC Bangkok. Note: Cashier training in RFMC Bangkok is essential to fulfill this back-up responsibility.

C. Event Coordination

VIP Visits

- Under the direction of the Management Officer, the incumbent assists with the provision of logistical support for VIP visits, conferences and workshops to Melbourne. This may include arranging hotel reservations, conference registration, coordinating arrivals and departures, assisting with the set up, break down and staffing of control rooms and the delivery of supplies. Maintains working-level contacts with hotels and vendors. Supports VIP visits in particular by arranging dinners and tourist excursions, drafting schedules, setting up meetings.

Independence Day Function

- Incumbent is responsible for assisting the Management Assistant (Cashier/HR) with general administrative and event co-ordination duties relating to Melbourne's Independence Day Function. This includes but is not limited to preparing guest lists, issuing invitations, accepting RSVPs, preparing name tags and attendance lists.

D. Preparation of Vouchers

- Processes all State invoices, checks billing inconsistencies, responds to account inquiries and follows up with vendors regarding payments.
- In the absence of the Management Assistant (Cashier/HR) prepares the monthly ORE claim for submission by the Consul General.

E. General Services

Procurement

- Assists the Management Assistant (GSO) and the Management Officer in sourcing bids and quotations for the procurement of goods and services as required by the relevant regulations. Reviews quotes and prepares summaries based on price, contractor's capability and reputation.

Inventory

- Assists with the Annual Inventory, currently worth US\$5 Million.

F. Miscellaneous

- The incumbent is also required to undertake other projects assigned by the Management Officer.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Three years administrative experience in a support role with a demonstrated ability to handle cash is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Demonstrated superior customer service, interpersonal and communication skills and an ability to exercise good judgment whilst acting with discretion is required.
5. A current driver's license that enables an individual to legally drive in Australia is required.
6. Must have excellent computer and keyboard skills with demonstrated experience in spreadsheet applications and an ability to type 40wpm is required. This will be tested.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Amelia Cavanagh
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne, VIC 3004
Email: CavanaghA2@state.gov

THE DEADLINE FOR APPLICATIONS IS FEBRUARY 19, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.